

HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WEST VIRGINIA

JOB TITLE: Occupational Therapy Assistant

REPORTS TO: Director of Special Education

SCOPE OF RESPONSIBILITIES

- Collaborate with the occupational therapist(s) to provide students with occupational therapy services that are necessary for them to benefit from Special Education or Section 504 Plans.
- Provide appropriate education to District Staff under the guidance of the occupational therapist(s).

PERFORMANCE RESPONSIBILITIES

- Contribute to the evaluation process of referred students as directed by the occupational therapist(s), which may include: self-help skills, sensory processing skills, fine motor skills, visual motor skills, cognitive skills, social skills, prevocational skills, and assistive technology.
- Provide input to the development of the student's treatment plan to implement occupational therapy outcomes, established by the occupational therapist.
- Collaborate with the occupational therapist for the development of students' Individual Educational Programs (IEP) and Section 504 Plans.
- Collaborate with the occupational therapist for preparation and/or attendance of IEP, Section 504, Student Assistance Team (SAT), and Eligibility Committee (EC) meetings.
- Develop, implement, and follow up with occupational therapy classroom programs and assist parents and educators in modifying environments and providing appropriate activities or techniques relating to IEP objectives under the direction of the occupational therapist.
- Collaborate and consult with regular educators, special educators, speech and language pathologists, physical therapist, and other implementers of the IEP's as directed by the occupational therapist.
- Document student progress and maintain accurate and efficient student records.
- Communicate with medical personnel and other outside agencies as needed.
- Perform other duties assigned by the Occupational Therapist Supervisor, Director of Special Education, or, when not related to caseload, the home school principal.
- Follow *West Virginia Policies & Procedures for Special Education Program (WV 2419)*.

PHYSICAL DEMANDS

- Ability to communicate effectively
- Able to provide a variety of therapeutic activities with varying physical demands
- Ability to drive between schools (access to dependable vehicle)

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OCCUPATIONAL THERAPY ASSISTANT (Continued)

MINIMUM REQUIREMENTS

- Graduate of an accredited occupational therapy assistant program
- Registration with the National Occupational Therapy Board of Certification
- Licensed or eligible for occupational therapy assistant licensure in West Virginia

DESIRABLE QUALIFICATIONS

- Training and/or experience in pediatric occupational therapy
- Knowledge of the Special Education Program and Guidelines in West Virginia